



**City of Rockville**  
**Rockville City Police Department**  
Community Enhancement/Code Enforcement Division  
20 Courthouse Square • Suite 205 • Rockville, MD 20850 • 240-314-8330

**OFFICE USE ONLY**

Application No.: \_\_\_\_\_

☐ New ☐ Renewal

LCVF: ☐ Yes ☐ No

Payment Type: \_\_\_\_\_

\_\_\_\_\_/\_\_\_\_\_/20\_\_\_\_ :\_\_\_\_

# Application for License of Rental Property

➤ All information requested must be furnished (*please type or print clearly, incomplete or illegible applications will be returned*).

Please Check One: ☐ Single-Family Dwelling ☐ Townhouse ☐ Condominium

## RENTAL PROPERTY INFORMATION

Property Address \_\_\_\_\_ Unit No. \_\_\_\_\_

Tenant Name \_\_\_\_\_ # of Bedrooms \_\_\_\_\_ # of Occupants \_\_\_\_\_

Phone No. Cell: \_\_\_\_\_ Home: \_\_\_\_\_ Works: \_\_\_\_\_

Is Rent Subsidized? ☐ Yes ☐ No Utilities Included? ☐ Yes ☐ No Present Rent \$ \_\_\_\_\_

Basement Occupied as a sleeping area? ☐ Yes ☐ No

## OWNER INFORMATION

Name of Owner(s) \_\_\_\_\_

Address \_\_\_\_\_

Phone No. Cell: \_\_\_\_\_ Home: \_\_\_\_\_ Works: \_\_\_\_\_

## PROPERTY AGENT/MANAGER INFORMATION

**Please Note:** A property owner who does not reside in the State of Maryland shall appoint a person who lives in the State of Maryland to serve as a local agent/manager for the owner. All correspondence will be directed to the local agent if this section is completed.

Name of Agent/Manager \_\_\_\_\_

Address \_\_\_\_\_

Phone No. Cell: \_\_\_\_\_ Home: \_\_\_\_\_ Works: \_\_\_\_\_

Property Owner or Agent's Signature \_\_\_\_\_ Date \_\_\_\_\_

See reverse side for typical State of Maryland property maintenance code requirements ➤

**Application fee is \$200, Non-Refundable**  
**Payable to: City of Rockville**

**Lead poisoning prevention  
compliance form must be  
returned prior to the issu-  
ance of the rental license.**

### **Type of Code Requirements to be Checked**

1. Every foundation, wall, ceiling, roof, window, floor and exterior door must be reasonably weather-tight, rodent-proof and kept in good repair. Every inside and outside stairway and porch should be in sound condition, with a secure handrail for three steps or more.
2. Smoke detectors in each sleeping area, basement and on each story.
3. Every plumbing fixture, water pipe and sewer pipe should be in good working order.
4. Every bathroom and kitchen floor should be reasonably waterproof or allow for easy cleaning.
5. Caulking and grouting should be watertight in tubs and showers.
6. All walls, ceilings, interior woodwork, doors and windows should be free of flaking, peeling or loose paint. Only lead-free paint can be used inside.
7. Every utility such as heating units, hot water heaters and electric service should work and be properly installed.
8. Every window that opens should have screens for protection against mosquitoes, flies and other insects.
9. All outside wood surfaces should be properly painted.
10. Roof construction should resist dampness or water seepage into the house.
11. Every dwelling must have a safe, unobstructed exit to the outside at ground level.
12. Every bedroom/sleeping area must have an operable window of approved size. The window sill height shall not be greater than forty-four (44) inches from the floor.
13. All basement rooms occupied for sleeping must be approved by this agency.